



TOWN OF EAST WINDSOR

PLANNING & DEVELOPMENT DEPARTMENT

[Planning, Zoning, Conservation, Inland Wetlands, Zoning Board of Appeals, Economic Development]

Website: <http://www.eastwindsor-ct.gov>

Title: Assistant Town Planner/Zoning & Wetlands Compliance Official/Economic Development liaison

Position Description/Objectives: Under the supervision of the Director of Planning & Development, assists in land use planning for the Town of East Windsor, including enforcement of the Inland Wetlands, Planning, Zoning, and Aquifer Protection Regulations; and promotion of Economic Development.

Functions: The following describe the essential functions of the position and are not to be considered all inclusive of every task or responsibility. Additional duties and related functions may be assigned as required.

- Technical assistance with economic development, the administration of permitting, enforcement, inspection and public record keeping for the municipal agencies that deals with land use.
- Supervises Administrative staff.
- Assists with interpretation and response to questions raised by applicants, municipal economic development and land use agency members, municipal staff, the general public as it pertains to economic development, land use application procedures pursuant to the regulations, Connecticut General Statutes, municipal ordinances, case law, and the Plan of Conservation & Development.
- Investigates land use complaints and monitors environmental compliance issues as they relate to water and inland wetland resource protection, aquifer protection, subdivision and zoning compliance in accordance with the regulations.
- Prepares correspondence for zoning and wetland compliance, including staff review memos to the various land-use boards and commissions.
- Confers with attorneys, staff, developers and members of the public on planning, zoning and wetland matters, both pre and post development.
- Consults with Town Attorney, participates in preparing documentation and appears in court as required regarding pending legal matters.
- Assists in reviewing municipal improvements, commercial & residential development plans, petitions to amend the zoning regulations, wetland regulations and related map amendments for compliance with the Plan of Conservation and Development and land-use regulations; and promoting economic development.
- Attends evening public meetings of Zoning Board of Appeals, Economic Development and other municipal and landuse agencies such as Inland Wetlands, and Planning and Zoning, and Board of Selectmen as required.
- Conducts field inspections of development sites to assure compliance with landuse regulations, including erosion and sedimentation control requirements.
- Attends conferences, workshops and meetings of professional organizations as needed to keep abreast of new legislation and advise town/commissions on state activities, economic development, and land use issues.
- Assists in developing and streamlining the review and permitting process system.
- Issues violation notices with follow-up monitoring to insure compliance
- Strong computer skills
- Working knowledge of GIS mapping, Microsoft Office Systems, and Viewpermit Permitting software preferred.

- Works with Economic Development Commission (EDC) and businesses to develop business friendly programs and prepare studies for shovel ready projects.
- Must be flexible, able to multi-task and have strong interpersonal and customer service skills.

Other principal duties:

- Accepts and provides written review and analysis of land use applications.
- Maintains and updates zoning/wetland maps.
- With assistance from administrative staff, prepares legal notices, agendas and decision letters and distribute the same for both commissions.
- Assists with revisions to economic development plans, land use regulations.
- Maintains land use files, financial records and bond files.

Required qualifications, skills and experience:

- Bachelors Degree in Planning, Environmental Science or related field from an accredited college or university preferred.
- Minimum 3 years' experience in economic development and/or land use or related field.
- Certification of CZEO by the Connecticut Association of Zoning Enforcement Officers (CAZEO) is required or attainable within two years.
- Completion of the DEEP Municipal Inland Wetlands Commissioners Training Program.
- Knowledge of sound land use planning and development, administration, state statutes, principles of environmental protection, and economic development concepts.
- Ability to interpret and apply laws and regulations as they pertain to land use.
- Ability to communicate effectively, both written and oral, with the public and maintain working relationships with town officials, staff, boards and commissions.
- Use of personal vehicle required.

Required Physical Demands and Work Environment: The following describes the physical demands and work environment that an employee must regularly abide to successfully perform the essential functions of this position.

- Ability to work in an office setting subject to continuous interruptions and background noises.
- Ability to operate standard office equipment including: calculator, facsimile machine, copier, engineer's scale, telephone, computer, printer, blue print machine.
- Must have a valid Connecticut driver's license to drive a motor vehicle to sites within East Windsor, to work in variable weather conditions and to walk distances over one mile on varied terrain on undeveloped land and sites under construction.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to see objects closely as in reading maps, plans and documents.
- Ability to attend and participate in numerous, extended evening meetings during the year.
- Ability to remember multiple tasks and assignments given to self and others over long period of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to carry, lift documents and equipment weighing up to 25 pounds.